

Douglas County Community Development Department
1594 Esmeralda Avenue
Post Office Box 218
Minden, Nevada 89423
(775) 782-6217

FOR STAFF USE ONLY	
Permit Number	Receipt Number
Received By	Date
Approved By	Date

SIGN REVIEW APPLICATION

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who must submit for **Sign Review** pursuant to Douglas County Code Chapters 20.618 and 20.696.

As an applicant, you must complete the application as prescribed and incorporate all requested information before the application is accepted for processing by the Douglas County Community Development Department.

A. Project Location:

Street Address: _____

Assessor's Parcel Number:

APPLICANT:

Contact Name: _____ Company: _____

Address: _____ City/State/Zip: _____

Telephone No: () _____ Fax No: () _____

E-mail: _____

OWNER:

Contact Name: _____ Company: _____

Address: _____ City/State/Zip: _____

Telephone No: () _____ Fax No: () _____

E-mail:

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

OWNER(S) Of RECORD: (Include extra sheets if necessary)

Printed Name	Signature	Date

Signature

Date _____

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct.

APPLICANT/APPLICANT'S REPRESENTATIVE:

Printed Name _____ Signature _____ Date _____

Signature

Date

B. Project Description:

Number of existing signs:

____ Free-standing ____ Wall
____ Roof-mounted

Total number of proposed signs:

____ Free-standing ____ Wall
____ Roof-mounted

Total existing free-standing signage: ____ sq. ft.

Total proposed free-standing signage: ____ sq. ft.

Total existing wall-mounted signage: ____ sq. ft.

Total proposed wall-mounted signage: ____ sq. ft.

Total existing roof-mounted signage: ____ sq. ft.

Total proposed roof-mounted signage: ____ sq. ft.

Total parcel size: _____ Total parcel street frontage: _____

Or lineal footage of unit frontage: _____

SIGN REVIEW APPLICATION SUBMITTAL CHECKLIST

The following items must be complete and submitted with this application:

Staff to Check Off

____ **The completed application form** with all necessary signatures.

____ **Application fee.** Checks are to be made out to Douglas County Community Development.

____ **Additional application fee** for Master Sign Plan.

____ If this Sign Review application is a part of a Master Sign Plan, please provide a copy of the Master Sign Plan Approval Letter.

____ **Two (2) copies of a site plan**, drawn to scale using 1"=10', 1"=20', 1"=30', showing location of signs and setbacks from property lines, property dimensions, building footprints showing lengths of building frontages occupied by the unit of operation, and on-site parking and drive-aisle areas.

____ **Two (2) copies of elevation drawings**, to scale 1/4" = 1' or 1/2" = 1', showing size, color and materials, and type of illumination, if any.

____ **One (1) copy of digital application material** – Each item must be a separate digital file and in pdf format no larger than 10 mega bites. The digital files must be submitted on a compact disc or another medium acceptable to the county.

Note: *Minimum submittal paper size is 11"×17". Plan submittal submitted on larger paper must be folded by the applicant to a maximum 9"×12" size. Elevation drawings may be included on the site plan.*

NOTICE TO APPLICANT

Some signs may be subject to a previously approved Master Sign Plan for multi-tenant commercial buildings. Most signs require a building permit prior to erection, and applications for building permits must usually be accompanied by structural engineering calculations. **A separate application for a Building Permit is required.** The applicant should consult with the Building Division for additional submittal requirements. A Building Permit application may be submitted concurrently with the Sign Review application but is subject to Sign Review approval and conditions.

It is not recommended that a sign be ordered or fabricated prior to Sign Review approval.